

TUSCALOOSA STATE TRADE SCHOOL

Post Office Drawer 2270
Tuscaloosa, Alabama

A State Supported Institution

Accredited by the Alabama
State Board of Education

Approved for Training Under
the Veterans Administration
Manpower Development Training Act

Authorized By
Alabama State Board of Education

Tuscaloosa State Trade School reserves the right to make changes
in the offerings and regulations announced in this publication as
circumstances may require.

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FOREWORD

In the pages of this student handbook are answers to most of your questions on "how to do things" at Tuscaloosa State Trade School. These rules, regulations, and suggestions have been approved by the administration and faculty of the school. However, if at any time you feel that any of these policies should be modified in any way, feel free to make it known to your instructor or the administration and we shall give your request all possible consideration.

An individual who enrolls at Tuscaloosa State Trade School voluntarily places himself under rules and regulations of the institution and agrees to abide by them. Therefore, it is important for all students to familiarize themselves with the regulations affecting them.

The school is our big educational family and it is expected that each member of the group work toward the advancement of the total program.

C. A. Fredd, Director

ALABAMA STATE BOARD OF EDUCATION
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HISTORY OF TUSCALOOSA STATE TRADE SCHOOL

The Tuscaloosa State Trade School is a creation of the State Legislature, Act Number 93, approved May 3, 1963. For many years there had been a need for an institution of this type to serve the West Alabama area, including nine counties: Bibb, Fayette, Green, Hale, Marengo, Perry, Pickens, Sumter, and Tuscaloosa.

A large number of constituents, including many organizations, manifested an active interest to support the request in securing the location of this institution in Tuscaloosa. Special mention should be made of the State Board of Education members and representatives and senators of the Alabama Legislature who reside in the area which the school is designed to serve, along with the Governor of the state. On April 30, 1964, Tuscaloosa City and Tuscaloosa County donated the site of forty (40) acres to the Alabama Trade School and Junior College Authority for the purpose of construction of the new trade school. The city of Tuscaloosa made the necessary provisions for sewage, water, and electrical service.

Mr. Charles F. Minch, Architect, designed the buildings consisting of three shops and an administration building, which originally housed the Business Education and Cosmetology Departments and a Snack Bar. The contract for the construction was awarded to Renfro Construction Company of Fayette, Alabama in the amount of \$501,333.12. Construction began on January 11, 1965.

C. A. Fredd, Sr., who was serving as Principal of Hale County Training School, was named the first director of Tuscaloosa State Trade School.

Administrative personnel began work at a temporary location on June 1, 1965. The first classes began on October 4, 1965 with the school operating on a quarter system. Courses offered at that time were: Auto Body and Fender Repair, Auto Mechanics, Business Education (now changed to Stenography by court order), Cosmetology, Radio and Television Repair, and Air Conditioning and Refrigeration. Practical Nursing, Upholstery, Electricity, Sewing, Related Math, and Related English were added later.

In 1969, by court order, Cosmetology, Practical Nursing, Auto Mechanics, and Air Conditioning and Refrigeration were transferred to Shelton State Technical Institute. Brick Masonry and Mental Health are more recent additions.

By authorization of the Trade School and Junior College Authority, an additional \$283,000 was allotted to be used for construction of a cafetorium and two additional wings to the administration building. These wings housed Stenography, Sewing, and additional office space. Approximately \$30,000 was provided for equipment for the new addition. The general contractor for this construction was O. S. Markham Construction Company. Construction began on October 1, 1967 and was completed June 1, 1968.

The original cosmetology shop was renovated at a cost of \$10,595.49 to accommodate the increased number of students and a second instructor in the Barbering Department.

Free bus transportation on approved and established routes is provided students who wish to attend school with the exception of those living within the city limits of Tuscaloosa.

A total of 416 have been graduated since the first graduation, August, 1967. Our follow-up reveals the fact that above 95 percent of our graduates are gainfully employed in the areas in which they trained.

Tuscaloosa State Trade School is a charter affiliate of the Committee on Occupational Education of the Southern Association of Colleges and Schools, is accredited by the Alabama State Board of Education and is approved for the training of veterans.

PHILOSOPHY AND PURPOSE

The Tuscaloosa State Trade School is an organized vocational school designed to train high school graduates and others who are sixteen (16) years of age and older in Tuscaloosa, Bibb, Fayette, Green, Hale, Marengo, Perry, Pickens, and Sumter counties for employment in vocational and industrial pursuits.

It shall be the specific function of this school to assist individuals in acquiring the manipulative skills, attitudes, background and technical knowledges which are known to contribute to the student's proficiency, competency, and success as employed workers in their chosen trades or occupations. In addition, this school is designed to fill the needs of industrial facilities in our locality.

The Tuscaloosa State Trade School's operation is based on the belief that all individuals have worth regardless of personal circumstances or personal qualities, and that they must be respected as human beings. The quality of service to that person must not vary because of who he is; moreover, each individual's optimum growth and development must be provided for.

Realizing the basic right of every student to develop salable skills and knowledges corresponding with the crucial manpower needs of industry, the Tuscaloosa State Trade School is dedicated to provide educational opportunities to meet these needs.

STATEMENT OF POLICY

The Tuscaloosa State Trade School has committed itself to a program of occupational education within this geographical area. Through this program, we are meeting the requisites of all individuals in need of such education that is less than college level and needed for job entry.

We have based our school policy on the theory that everyone should be given the opportunity to learn a trade. With this theory, we, the teachers of Tuscaloosa State Trade School, endeavor to assist our students in acquiring the skills and knowledge which will enable them to enter and progress in their chosen vocation. The skills and knowledge can be efficiently obtained only under the supervision and instruction of one who, himself, possesses them and has a mastery of techniques of instruction.

The Tuscaloosa State Trade School believes the finding of man's role within this society rests substantially within the realm of educational institutions. We have developed a program with standards of quality and procedures that makes our students eligible for the occupations they choose.

GENERAL POLICIES

1. Students who drive to school are expected to observe the 15 miles per hour speed limit on school property.
2. Students must observe all safety rules set forth by the school.
3. Students must clear the school building by 3:00 unless they are under the supervision of an instructor or someone in authority.
4. Students are expected to observe class rules and give due respect to teachers and the administration.
5. Any student who is found guilty of destroying school property will be subject to disciplinary action.
6. All financial obligations are expected to be paid in advance by all students. The fifth of each month is the deadline for payment.
7. Each student is expected to exhibit high moral and scholastic standards, to be courteous, cooperative, reliable, loyal and law-abiding.
8. Students are required to dress properly for the department in which they are enrolled (see Dress Code).
9. Each student is held responsible for information published through notices and announcements posted on bulletin boards.
10. Under no condition will alcoholic beverages or liquors be permitted in or on school property. No one under the influence of alcohol or narcotics will be allowed on the campus. Violators will be liable to expulsion.
11. Students who engage in such acts as stealing, gambling, using profane language, personal combat, immoral relationships, and possessing firearms and dangerous weapons make themselves liable to disciplinary action and dismissal.
12. Smoking and eating are permitted in the designated areas only.
13. Permission to leave the campus while classes are in session must be secured from the instructor, subject to the approval of the director, assistant director, business manager, or counselor.
14. Cleanliness and neatness are important phases of training and should be practiced by students daily.
15. Each student is expected to purchase required books and tools promptly.

TUSCALOOSA STATE TRADE SCHOOL

ADMINISTRATIVE STAFF:

C. A. Fredd, Sr.
I. W. Mitchell
Paul Broussard
Louise Lewis
Maxine Washington

Director
Assistant Director
Business Manager
Secretary
Secretary

INSTRUCTORS:

Anderson, Jesse L.
Biggs, William J.
Black, Jerry L.
Blackmon, James
Dudley, Iverson
Fredd, C. A., Jr.
Frith, Linda
Gaines, S. N. A.
Gray, W. M.
Lake, J. L.
Morrow, Union B.
Pendley, Patsy
Rodgers, William L.
Rodgers, Yvonne
Woods, Annie R.
Woods, Tommy

Counselor
Barbering
Auto Body and Fender Repair
Barbering
Upholstery
Electricity
Related Communications
Radio and TV Repair
Stenography
Auto Body and Fender Repair
Brickmasonry
Commercial Sewing and Tailoring
Related Mathematics
Stenography
Stenography
Mental Health

MAINTENANCE STAFF:

Mays, Jesse
Gordon, Mahaley
Short, Nathaniel

Supt. of Buildings & Grounds
Maid
Maintenance

CAFETERIA STAFF:

Flowers, Emma
Nichols, Lottie

Manager
Cook

TRANSPORTATION STAFF:

Morrow, Johnny L.
Rodgers, Andrew

Supervisor and Mechanic
Mechanic

NIGHT WATCHMEN:

Knox, Levi
Lyles, Rufus

COURSE OFFERINGS

Auto Body and Fender Repair
Barbering
Brickmasonry
Commercial Sewing and Tailoring
Electricity

Mental Health
Radio and TV Repair
Related Communications
Related Mathematics
Stenography
Upholstery

SCHOOL CALENDAR

The Tuscaloosa State Trade School operates on a twelve-month schedule. Holidays are scheduled to coincide with the Tuscaloosa City and Tuscaloosa County school systems. Summer vacations are set for the last week in June through the first week of July.

School is in session 230 days. School days not in session are listed below:

1. Two days for Thanksgiving
2. Two weeks for Christmas Holidays
3. Spring holidays to coincide with AEA
4. Last week in June and first week of July for summer vacation
5. One week in August for summer conference
6. One day for Labor Day
7. One day for Veterans Day

GRADING SYSTEM

Grades are reported each quarter. Students who are doing unsatisfactory work are warned. The following marks are used for report purposes:

A - 90 - 100 Excellent
B - 80 - 89 Good
C - 70 - 79 Average
D - 60 - 69 Poor
F - 59 and Below
I - Incomplete
W - Withdrawn

ACADEMIC REGULATIONS

ADMISSION

Persons enrolling must be at least sixteen years of age, in good health, of good character, and possess the ability and desire to learn. An official notice for admittance is issued only on the basis of detailed credentials, filed in advance, which meet the requirements for admission.

ATTENDANCE AND ABSENCES

Instructors maintain daily attendance records of all students in his course. A student must attend 80 percent of the shop as classwork to qualify for graduation. Students will be dropped from a course for excessive absences. If a student knows he is to be absent, he should consult with the instructor and arrange for make-up work.

SCHOLASTIC REQUIREMENTS

To remain in the Tuscaloosa State Trade School, a student must maintain satisfactory progress as determined by the instructor and the Director of the School. The criteria for determining grades are daily work, periodic examinations, initiative, and neatness of work. Satisfactory grades are A, B, and C. Although D is a passing grade, it is not considered as satisfactory work. Students must hold a C average to graduate. An F denotes failure and unsatisfactory work. Withdrawals are shown by the letter W and an I indicates Incomplete (see Grading System scale).

EXAMINATIONS

Examinations consist of regular examinations, special examinations, and unit examinations. To complete the requirements for graduation, students must take all examinations required.

CONDUCT

It is assumed that students enrolling are mature and have a desire for constructive learning and are coming to this school with that purpose in mind. The purpose of the school is to help develop their talents in a trade that will enable them to earn a living. Students dismissed from school for disciplinary actions will find it difficult to re-enroll at a later date.

DROPOUTS AND DISMISSALS

Three unexcused tardies constitute one unexcused absence. A student who has three unexcused absences within a thirty-day period will be given a one-week suspension from school.

Any student who must withdraw because of illness or personal hardship may, if his work was satisfactory at the time of withdrawal, re-enter the course at a later date.

A student may be dismissed from the institution if he is found guilty of either of the following rules: violating student rules as set forth under "General Policies"; failing to cooperate with school authorities; becoming a leader against the policies of the school; continuing to make unsatisfactory grades, or having excessive absences.

READMITTANCE

A student who has been dismissed may re-enter the institution after one week to six months, depending upon the seriousness of the disciplinary action, with a probationary period of three months. Readmittance will be at the discretion of the Director.

TUITION

Tuition is paid in advance on the date of entering and is due the first of each succeeding month with a deadline for final payment the fifth of each month.

PARKING

The driveway entering the campus is one way. Entrance is made from the south and departure is made from the north. Cars are to be parked between the lines only.

With the exception of loading and unloading materials and equipment, cars are not to be parked in shop areas. Cars may be parked on one side of the drive only in front of the cafeteria.

At no time is the speed limit on campus to exceed 15 miles per hour.

GRADUATION REQUIREMENTS

Satisfactory completion of the content of a full course of training entitles a student to a diploma signed by the Governor, the trade school Director, State Superintendent of Education, and the State Supervisor of State Technical Institutes.

Graduation exercises are held on an annual basis. Students completing a course of training prior to the date of the exercises are not required to participate in the graduation ceremonies. Students completing a course at the time of graduation exercises and before the end of the calendar year are expected to participate.

The fee for participants is \$10 and for non-participants \$5.

STUDENT PERSONNEL SERVICES

COUNSELING

Orientation of new students is accomplished through group meetings and individual interviews. Upon admission to school, all students are informed as to school rules, policies, regulations, and their need for compliance. The counselor is available at any time during the school day.

BOOKSTORE AND SUPPLIES

All books and supplies needed by students may be purchased at the bookstore located in the central office.

TRANSPORTATION

Free school bus service is provided by the state for the surrounding areas served by the institution. Students are picked up and returned home daily.

STUDENT INSURANCE

All students, along with other school personnel, may pay an insurance premium of \$2.50 which will provide coverage for a period of twelve months while traveling to and from school and during the time the students are on campus or any time they are under the supervision of school personnel.

LUNCHROOM FACILITIES

Sandwiches, snacks, drinks, and hot meals may be purchased in the cafeteria.

PAY TELEPHONE

A telephone is located in the main building for student use.

VETERANS PROGRAM

Tuscaloosa State Trade School is approved by and works with the Veterans Administration in the training of veterans.

FINANCIAL ASSISTANCE

Students who are in financial need are considered for government loans (MDTA, NYC, FIC, Alabama Rural Rehabilitation Corporation, Vocational Rehabilitation) to pay their school expenses.

LIVE-WORK PERMITS

A student may get work done in any shop provided he meets all requirements set up in the central office. All costs must be paid in advance.

JOB PLACEMENT AND FOLLOW-UP

The administrative staff and faculty share the responsibilities of job placement and follow-up of graduates and non-graduates. All individuals involved concern themselves with the placement of each student on a job that is meaningful and, if possible, related to the area in which he was trained. A follow-up of each graduate and non-graduate is kept as accurately as possible, showing place of employment, position held, salary, and other pertinent information related to his field.

DRESS CODE

APPROVED FOR FEMALES

Pant and jump suits with coordinating tunic tops that cover the hipline; midis; and maxis.

Dress and skirt lengths are to be at least two-thirds the distance from the waistline to the floor when kneeling.

DISAPPROVED FOR FEMALES

Slacks, jeans, sweatshirts, T-shirts, scooter skirts, sheer body shirts, V-neck sweaters and dresses without a blouse or scarf underneath, culottes, lounging jump suits and hot pants.

Headwear may be worn to school but not in the halls and classrooms.

Blouses are not to be worn outside of any type clothing unless the tails are square-cut.

DISAPPROVED FOR MALES

Body shirts, under shirts without a top shirt, shirttails outside that are not square-cut, and braided hair.

Hats and headbands are not to be worn in school buildings.

Hair should be moderate in length, clean, neatly trimmed, and properly combed.

RECOMMENDATION FOR ALL STUDENTS

It is recommended that clothing should not be too sheer, clingy or tight and that shoes be worn at all times.

Cleanliness and neatness are important phases of training and should be practiced by students daily.

STUDENT ACTIVITIES

STUDENT GOVERNMENT ASSOCIATION

Tuscaloosa State Trade School encourages students to participate in the Student Government Association. This organization is student operated with faculty advisors working with the organization.

VOCATIONAL CLUBS

Each student is encouraged to participate in a vocational club representing the trade area in which he is enrolled.

ASSEMBLIES

Each department is responsible for at least one student-centered assembly program each year.

CHOIR

Membership in the choir is open to all students. Participation on assembly programs and performing during graduation exercises are the chief purposes of this group.

JUNIOR AND SENIOR PROM

The Senior Class is honored each year with a prom sponsored by the Junior Class.